The S.C. Government Printing Services Manual (1-1-98) shall be made part of all Printing Procurements by reference.

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ALL COPY, PROOFS, ETC. MUST BE PICKED UP AND DELIVERED IN PERSON BY A CONTRACTOR REPRESENTATIVE WHO IS KNOWLEDGEABLE AND CAPABLE OF DISCUSSING THE CONTRACT.

SPECIAL INSTRUCTIONS:

Booking Is 175 lb Manila Stock Booking Has A 90 lb Chipboard V Flap On Back Top Flap is 4 1/4" long, Book are stapled, Glued

### STATEWIDE WARNING TICKETS FORM 432

GENERAL:

Warning tickets are to be manufactured using top quality materials and workmanship throughout. Top perforated stub, staple bound, black print NCR paper, or equal. General dimensions are 4 1/8" x 7" with 5/8" top stub above perforation for binding with additional features as called for herein. To be printed in black and red inks. Printing is not to be sublet.

PAPER:

Paper is to be black print NCR, or equal. Properly coated to ensure clear reproduction from copy to copy. Part #1 is to be blue 15 lb. stock, CB. Part #2 is to be white 15 lb. stock, CF.

SETS:

Warning tickets are to be in duplicate with fifty (50) sets to each book.

REGISTERING:

All sets are to be printed, bound, and trimmed so as to register perfectly from copy to copy.

NUMBERING:

Warning tickets are to have a one (1) alphabetical suffix with six (6) numerical prefixes. All identifying numbers are to be press imprinted to ensure proper numbering within each warning set. There are to be absolutely no missing letters or numbers. Over printing to compensate for missing warning ticket sets will not be acceptable. Suffix will change each 104,000 sets and numbers will repeat. Numbering sequence will be as follows:

### EXAMPLE ONLY

000001-A - 104,000-A

000001-B - 104,000-B

000001-C - 104,000-C

000001-D - 104,000-D

FRONT FLAP:

Inside front flap is to be of one hundred (100) pound manila stock, detached size 4.1/4" x 3.11/16".

COVER:

To have one hundred seventy-five (175) pound wrap around cover with v-flap and ninety (90) pound chipboard backing. Warning book is to have a "V" flap for insertion into warning book holder.

SAMPLE:

A sample warning ticket book is on display in Patrol Supply, 1620 Shop Road, Columbia, SC, to show quality and workmanship.

Prospective bidders should view the sample as additional printing revisions will be required not contained in these specifications or previous books. Bidder must provide a sample for approval by Lt. C S Watford before production is started.

# SPECIAL PROVISIONS ON DELIVERY:

The order is to be shipped immediately upon completion of printing but in no case later than 60 days after bid is granted. The order is to be shipped to Capt. C S Watford, Patrol Supply Building, 1620 Shop Road, Columbia, S.C. 29201. All books are to be shipped F.O.B. destination.

#### PAYMENT:

Approval for payment to the printer will be made on shipment and receipt of the books in good condition and in accordance with the specifications herein. In the event books do not meet specifications or are damaged in shipment, the successful bidder will be responsible for cost of shipping and destruction of books.

#### PACKAGING:

Warning ticket books are to be packaged twenty (20) books per cellophane package, eighty (80) books per carton. All warning books within each carton are to be in numerical order with the same alphabetical prefix. Packages are to be clearly marked on the end of the carton with the opening and closing numbers of the books contained within the carton. Warning books are to be shipped in a cardboard carton of sufficient strength for shipping without breakage. Cardboard carton is to measure 9 1/4" wide, 8" high, and 15 1/2" long.

### SHIPPING:

Warning books are to be shipped to

Capt. C S Watford, 1620 Shop Road, Columbia, SC, 29201.

The S.C. Government Printing Services Manual (1-1-98) shall be made part of all Printing Procurements by reference.

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SPECIAL INSTRUCTIONS:

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SPECIAL INSTRUCTIONS: Books Are Stapled, Glued, And Taped

### STATEWIDE SUMMONS BOOKS FORM S-438

GENERAL:

Summons books are to be manufactured using top quality materials and workmanship throughout. Top perforated stub, cloth bound black print NCR paper. General dimensions are 4 1/4" x 7 1/4" with 5/8" top stub above perforation for binding with additional features as called for herein. Printing is not to be sublet.

PAPER:

Is to be black print NCR. Properly coated to insure clear reproduction from copy to copy. Summons number two, three and four are to be of 14 lb. stock. Copy number one and five are to be of 15 lb. stock. If any paper other than NCR is offered by a prospective bidder, a sample dummy is to be submitted prior to the bid opening.

SETS:

Summons sets are to be in quintuplet with fifty (50) sets to each book.

REGISTERING:

All summons sets are to be printed, bound, and trimmed so as register perfectly from copy to copy.

SUMMONS SETS SEQUENCE:

Summons sets are to be in five parts and colors and identified as follows: (Red Marginal Words)

Copy No. 1 "Violators Copy" (Printing both sides)\_\_Blue
Copy No. 2 "Driver Records Copy" \_\_\_\_\_\_ Canary
Copy No. 3 "Trial Officers Copy" \_\_\_\_\_ Green
Copy No. 4 "Enforcement Records Copy \_\_\_\_\_ White
Copy No. 5 "Audit Copy" \_\_\_\_\_ Pink

NUMBERING:

Summons are to have a <u>maximum</u> of five (5) digit suffix with two alphabetical suffixes. (Example 010000 PT is not acceptable.) Proper numbering should be 10000 PT with all zeros preceding the first digit being dropped. All identifying numbers are to be press printed to insure proper numbering within each summons set. There is to be absolutely no missing letters or numbers. Over printing to compensate for missing summons sets will not be acceptable. Numbering sequence will be furnished the printer.

MARGINS:

Summons ticket heading "State of South Carolina" is to be set up within 1/8" of top perforation. Left side of summons ticket should have 3/16" margin. Right side of summons ticket containing docket number is to have 1/4" margin. Bottom of summons ticket is to have 1/2" margin below the marginal words. The lower margin is to be absolutely free and clear of any smudges or other marks. This margin will receive microfilm reference numbers.

FRONT FLAP:

Front flap with flyleaf cover is to be of one hundred seventy-five (175) pound Manila stock. Flap is to have printing on both sides and readable when the flap is opened. (Not inverted) The front cover goes around the stubs and is glued on the clipboard and stapled.

BACKING:

Back cover is to be of 90 lb. chipboard stock. Covers are stapled and taped.

SUBMIT PROOF:

The successful bidder is to submit a proof for approval prior to printing. Sample proof must include form colors and ink color or description of both sequences 1-5.

Сору	No.	1	"Violators Copy" (Printing both sides)_	Blue
Сору	No.	2	"Driver Records Copy"	_Canar
Сору	No.	3	"Trial Officers Copy"	_Green
Сору	No.	4	"Enforcement Records Copy	_White
Сору	No.	5	"Audit Copy"	Pink

Submit sample proof within ten days to:

Capt. C S Watford South Carolina Department of Public Safety Highway Patrol Supply 1620 Shop Road Columbia, S. C. 29201

#### SAMPLE:

A sample summons books is on display in the Patrol Supply Room to show quality and workmanship. Prospective bidders should view the sample.

## SPECIAL PROVISIONS ON DELIVERY:

The order is to be shipped immediately upon completion of printing but in no case no later than 60 days after bid is granted. The order is to be shipped to Capt. C S Watford, Patrol Supply, 1620 Shop Road, Columbia, S.C. 29201. All books are to be shipped F.O.B. destination.

#### PAYMENT:

Approval for payment to the printer will be made on shipment and receipt of the books in good condition and in accordance with the specifications herein. In the event books do not meet specifications or are damaged in shipment, the successful bidder will be responsible for cost of shipping and destruction of books.

## PACKAGING PALLETIZING:

Summons books are to be packaged 40 books to the box. Box size 8 1/2" high 8" wide, 17 3/4" long. Containers are to be clearly marked with the opening and closing numbers on the outside. All books within each carton are to be in numerical and alphabetical sequence. All summons books are to be palletized in numerical order for shipment. Pallets must have the warning" "DO NOT DOUBLE STACK" to prevent damage by the freight carrier.

### STORAGE:

All Summons Books are to be stored at Patrol Supply 1620 Shop Road, in a secured area, with access only by <u>AUTHORIZED PERSONNEL</u>. Summons books should be stored in a cool and dry area.

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ALL COPY, PROOFS, ETC. MUST BE PICKED UP AND DELIVERED IN PERSON BY A CONTRACTOR REPRESENTATIVE WHO IS KNOWLEDGEABLE AND CAPABLE OF DISCUSSING THE CONTRACT.

### SPECIAL INSTRUCTIONS:

Booking Is 175 lb Manila Stock Booking Has A 90 lb Chipboard V Flap On Back Top Flap is 4 1/4" long, Book are stapled, Glued

### DPS WARNING TICKETS FORM 432

GENERAL:

Warning tickets are to be manufactured using top quality materials and workmanship throughout. Top perforated stub, staple bound, black print NCR paper, or equal. General dimensions are 4 1/8" x 7" with 5/8" top stub above perforation for binding with additional features as called for herein. To be printed in black and red inks. Printing is not to be sublet.

PAPER:

Paper is to be black print NCR, or equal. Properly coated to ensure clear reproduction from copy to copy. Part #1 is to be blue 15 lb. stock, CB. Part #2 is to be white 15 lb. stock,

SETS:

Warning tickets are to be in duplicate with fifty (50) sets to each book.

REGISTERING:

All sets are to be printed, bound, and trimmed so as to register perfectly from copy to copy.

NUMBERING:

Warning tickets are to have one (2) alphabetical prefix with six (6) numerical suffixes. All identifying numbers are to be press imprinted to ensure proper numbering within each warning set. There are to be absolutely no missing letters or numbers. Over printing to compensate for missing warning ticket sets will not be acceptable. Suffix will change each 104,000 sets and numbers will repeat. Numbering sequence will be as follows:

EXAMPLE ONLY

DA-000001 - DA-104,000

DB-000001 - DB-104,000

DC-000001 - DC-104,000

DE-000001 - DE-104,000

FRONT FLAP:

Inside front flap is to be of one hundred (100) pound manila stock, detached size 4 1/4" x 3 11/16".

COVER:

To have one hundred seventy-five (175) pound wrap around cover with v-flap and ninety (90) pound chipboard backing. Warning book is to have a "V" flap for insertion into warning book holder.

SAMPLE:

A sample warning ticket book is on display in Patrol Supply, 1620 Shop Road, Columbia, SC, to show quality and workmanship. Prospective bidders should view the sample as additional printing revisions will be required not contained in these specifications or previous books. Bidder must provide a sample for approval by Capt. C S Watford before production is started.

SPECIAL PROVISIONS ON DELIVERY:

The order is to be shipped immediately upon completion of printing but in no case later than 60 days after bid is granted. The order is to be shipped to Capt. C S Watford, Patrol Supply, 1620 Shop Road, Columbia, S.C. 29201. All books are to be shipped F.O.B. destination.

PAYMENT:

Approval for payment to the printer will be made on shipment and receipt of the books in good condition and in accordance with the specifications herein. In the event books do not meet specifications or are damaged in shipment, the successful bidder will be responsible for cost of shipping and destruction of books.

PACKAGING:

Warning ticket books are to be packaged twenty (20) books per cellophane package, eighty (80) books per carton. All warning books within each carton are to be in numerical order with the same alphabetical prefix. Packages are to be clearly marked on the end of the carton with the opening and closing numbers of the books contained within the carton. Warning books are to be shipped in a cardboard carton of sufficient strength for shipping without breakage. Cardboard carton is to measure 9 1/4" wide, 8" high, and 15 1/2" long.

SHIPPING:

Warning books are to be shipped to

Capt. C S Watford, 1620 Shop Road, Columbia, SC, 29201.

The S.C. Government Printing Services Manual (1-1-98) shall be made part of all Printing Procurements by reference.

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SPECIAL INSTRUCTIONS:

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ALL COPY, PROOFS, ETC. MUST BE PICKED UP AND DELIVERED IN PERSON BY A CONTRACTOR REPRESENTATIVE WHO IS KNOWLEDGEABLE AND CAPABLE OF DISCUSSING THE CONTRACT.

SPECIAL INSTRUCTIONS: Books Are Stapled, Glued, And Taped Booking Is 175 lb Manila Stock Booking Has A 90 lb Chipboard V Flap On Back

### DEPARTMENT OF PUBLIC SAFETY SUMMONS BOOKS FORM 438

GENERAL:

Summons books are to be manufactured using top quality materials and workmanship throughout. Top perforated stub, black print NCR paper. General dimensions are 4 1/4" x 7 1/4" with 5/8" top stub above perforation for binding with additional features as called for herein. Printing is not to be sublet.

PAPER:

Is to be regular black print NCR paper. To be properly coated to insure clear reproduction from copy to copy. Summons number two, three and four are to be of 14 lb. stock. Copy number one and five are to be of 15 lb. stock. If any paper other than NCR is offered by a prospective bidder, a sample dummy is to be submitted prior to the bid opening.

SETS:

Summons sets are to be in quintuplet with fifty (50) sets to each book.

REGISTERING:

All summons sets are to be printed, bound, and trimmed so as register perfectly from copy to copy.

SUMMONS SETS SEQUENCE:

Summons sets are to be in five parts and colors and identified as follows. Wording shown below in quotes is to be shown on each copy at the location shown in the specifications. (Red Marginal Words)

Copy No. 1 "Violators Copy" Blue
15 lb. paper stock (Printing both sides)

Copy No. 2 "Driver Records Copy" Canary 14 lb. paper stock

Copy No. 3 "Trial Officers Copy" Green 14 lb. paper stock

Copy No. 4 "Enforcement Records Copy" White 14 lb. paper stock

Copy No. 5 "Audit Copy" Pink
15 lb. paper stock

NUMBERING:

Summons are to have one (1) alphabetical prefix and six (6) numerals. All identifying numbers are to be press printed to insure proper numbering within each summons set. There is to be no (absolutely no) missing letters or numbers. Over

printing to compensate for missing summons sets will not be acceptable. Numbering sequence will be furnished to the printer.

#### MARGINS:

Summons ticket heading "South Carolina Department of Public Safety" is to be set up within 1/8" of top perforation. Left side of summons ticket should have 3/16" margin. Right side of summons ticket containing docket number is to have 1/4" margin. Bottom of summons ticket is to have 1/2" margin below the marginal words. The lower margin is to be absolutely free and clear of any smudges or other marks. This margin will receive microfilm reference numbers.

### SUMMONS

NUMBER

PLACEMENT:

Summons numbers and alphabetical letters are to be 1/4" high and must be placed wholly within the notch provided on the lower right side of the summons. In no case is the number to extend below an extension of the lowest horizontal line on the left side of the summons.

### CUTTING &

TRIMMING:

All cutting and trimming is to be clean and to proper dimensions. Cutting is to be performed to prevent rollers, holders or clamps from activating the NCR paper and marring or smudging the margins or forms within the summons book.

#### FRONT FLAP:

Front flap is to be of one hundred seventy-five (175) pound Manila stock. Flap is to have printing (Offense Codes) on the inside and readable when the flap is opened. (Not inverted). The front cover goes around the stubs and glued on the clipboard and stapled.

#### BACKING:

Back cover is to be of 90 lb. chipboard stock with additional "V" flap for insertion into summons book holder. Covers are stapled and taped.

**SUBMIT PROOF:** The successful bidder is to submit a proof for approval prior to printing. The sample proof must include form colors and ink color or description of both for sequence 1-5

Copy No. 1 "Violators Copy" Blue 15 lb. paper stock (Printing both sides)

Copy No. 2 "Driver Records Copy" Canary 14 lb. paper stock

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Copy No. 3 "Trial Officers Copy" Green 14 lb. paper stock

Copy No. 4 "Enforcement Records Copy" White 14 lb. paper stock

Copy No. 5 "Audit Copy" Pink
15 lb. paper stock

Submit sample proof within ten days to:

Capt. C S Watford
Patrol Supply
South Carolina Highway Patrol
1620 Shop Road
Columbia, S. C. 29201

SAMPLE:

A sample summons books is on display in the Patrol Supply Office to show quality and workmanship. Prospective bidders should view the sample.

### SPECIAL PROVISIONS

ON DELIVERY:

The books ordered are to be shipped immediately upon completion of printing but in no case no later than 60 days after bid is granted. The order is to be shipped to Capt. C S Watford, Patrol Supply, 1620 Shop Road, Columbia, S.C. 29201. All books are to be shipped F.O.B. destination.

PAYMENT:

Approval for payment to the printer will be made on shipment and receipt of the books in good condition and in accordance with the specifications herein. In the event books do not meet specifications or are damaged in shipment, the successful bidder will be responsible for cost of shipping and destruction of books.

# PACKAGING PALLETIZING:

Summons books are to be packaged 40 books to the box. Box size 8 1/2" high, 8" wide, 17 3/4" long. All books within each carton are to be in numerical and alphabetical sequence. Containers are to be clearly marked with the opening and closing numbers on the outside. All summons books are to be palletized in numerical order for shipment. Pallets must have the warning" "DO NOT DOUBLE STACK" to prevent damage by the freight carrier.

STORAGE:

All Summons Books are to be stored at Patrol Supply 1620 Shop Road, in a secured area, with access only by <u>AUTHORIZED PERSONNEL</u>. Summons books should be stored in a cool and dry area.